

TIME & ATTENDANCE

Key Points:

- Easy graphical user interface with hot keys for efficient easy access.
- Designed to support both small and large businesses.
- Dozens of standard reports focusing on critical employee information.
- Advance error detection logic to identify missing punches
- Open SQL Server PC-Based architecture for flexibility and ease of integration
- Maintains an audit trail of modifications
- Stand alone or enterprise versions for multiple concurrent access across the corporate network.
- Interfaces with IBM DC Connect for Windows
- Report Writer option to allow user to easily create custom reports..

Time & Attendance for DC Connect

"In today's fast past business environment companies are looking to accurately and efficiently capture employee hours, manage work schedules, and benefits."

Time & Attendance for IBM's DC Connect is an easy to use, PC based time and attendance solution. The application software works in conjunction with IBM's popular DC Connect providing communication with a variety of data collection terminals, networked supervisor stations, and optional host.

Save time and money by electronically collecting employee attendance and automatically adjusting payable hours based on company specific rules. Screens are designed to provided supervisors quick and easy access of employee data for review and correction of invalid punches before they are processed.

Once the company master files are configured there is no need to duplicate information or effort. Vacation time, benefit hours and pay differentials are automatically adjusted. Other modules such as Job Costing, Labor Reporting, Access Control, Break Bell Control, and Machine Data Collection can be easily added.

Easy graphical user Interface

"Designed to make your job easier"

The graphical user interface provides a simple and easy interface to configure the system and supervise the data for your particular company. Hot keys are provided to further improve operator efficiency. Pull down menus and search functions are provided to guide inexperienced operators. "The software is designed for supervisors to quickly and easily manage and review employee data." The user interface is divided into four intuitive menus.

Company Master Files

"Configure it and forget about it"

The master files contain information specific to the company. These file contain lists of employees, supervisors, departments, and benefits. They also determine passwords, pay period, and the location of the output file .



The Master Files menu provides the administrator the options to add, delete, or modify any of the departments, employees, supervisors, and establish company rules and benefits. Once these files are created and the company data is recorded the system is configured. Once configured only period maintenance of these files is required.

Employee Master

Search: Department: PWA Number: Cost Center: Name:

SEARCH REPORT CLEAR

Number	First	Last	Dept	Cost Center	Holiday	Pay	Rate	Blk	Yours	To
1107	BARNES	GERALD	PWA	1	Y		0	0		
1845	BERRY	ROBERT	PWA	1	Y		0	0		
10190	COBB	PATRICK	PWA	1	Y		0	0		
14900	DOBBS	MARTIN	PWA	1	Y		0	0		
17700	ETTER	DARREL	PWA	1	Y		0	0		
21373	FLORES	CHARLES	PWA	1	Y		0	0		
21462	FURLEY	ROBERT	PWA	1	Y		0	0		
30500	JOHNSON	CLARENCE	PWA	1	Y		0	0		
30000	JONES	TILLYAF	PWA	1	Y		0	0		
42150	KENNEDY	ROBERT	PWA	1	Y		0	0		
45200	LARGE	ARTHUR D	PWA	1	Y		0	0		
49250	SANDERS	TRACY	PWA	1	Y		0	0		
50000	STEVENS	DAVID	PWA	1	Y		0	0		
60000	STEIN	EDWARD	PWA	1	Y		0	0		

Work Schedules and Supervisor Actions

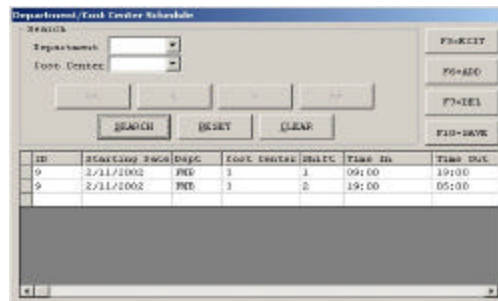
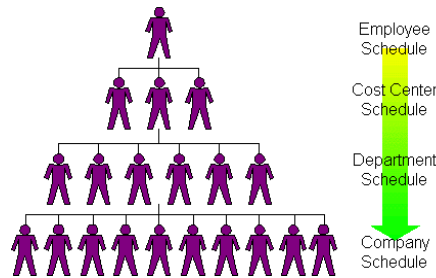
"Assigning schedules and reviewing"

The Work Schedule menu allow supervisors the ability to add and modify shift times, by employee, department, and cost center. If no unique schedule is required the company default is automatically assigned. The system uses a powerful hierarchical logic that automatically determine the appropriate schedule for each employee. The scheduler first looks to see if the

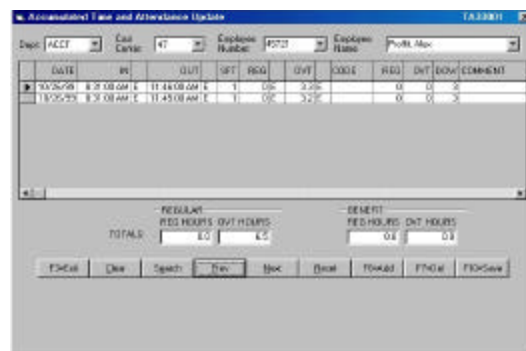


“Labor... your companies most valuable resource.”

employee has his own unique schedule, if none is found it proceeds through departments, cost centers, and finally if none exist defaults to the company general purpose schedule. This allows supervisors the option of providing a full range of schedules. For many employees no selection is required allowing the system to automatically default the largest group of employees to company schedules.



The Supervisors Actions allow supervisors to examine and adjust hours accumulated by employee's in a format similar to an electronic punch card. Supervisors can view the hours collected for each employee based on regular, overtime, and benefit hours. Exceptions, potential errors, and missing punches are flagged to assist supervisors during the correcting of errant punches before they can be posted. Logic is provided that prevents the administrator from closing the pay period until all exceptions are corrected.



The Report/Inquiries menu

Dozens of standard reports and inquiries are included to allow supervisors to view and create hard copies of labor data. The report menu displays a list of all reports available. Users may print the report or display it on the screen.

Standard Reports:

- * Accumulated hours Report
- * Missing Punch Report
- * Employee Master File Report
- * Schedule Absence Report
- * On Premises Report
- * Benefit Codes Report
- * Department Schedule Report
- * Cost Center Schedule Report
- * Employee Schedule Report
- * Benefits/Attendance Report
- * Actual Clock In/Clock Out Report
- * Employee Vacation and Holiday Report
- * Employee Holiday Eligibility Report

Security

The system has several methods to restrict access to authorized personnel. Beyond the advanced security provided in the windows operating system. Configuration of the company master files and setup is restricted to the administrator. Daily maintenance and work schedules are restricted to authorized supervisors. Additional security is provided by an audit trail that records all user modifications.

Grouping employees

Employees can be grouped together by cost center, department, or department/cost center. "This allows supervisors to track hours and establish schedules more efficiently by dealing with groups rather than individuals."

Pay period output files

The pay period output file is generated at the end of each pay period and contains formatted accumulated adjust totals for regular, overtime pay, and benefits. This can be a standard file format or a customer specific layout.



“Tracking Labor and monitoring productivity is critical to a healthy business..

Look to RTG for professional and affordable labor solutions”

Output Formats

- * ADP
- * Paychecks
- * Fixed length text or Excel
- * Custom, user specified
- * SAP
- * Mapics
- * JD Edwards

Automatic Data Collection:

A Polling Schedule automatically uploads and transactions collected in the data collection terminals. This schedule establishes the actual time that the polling process is to occur. Alternative, the option is provided to manually poll the clocks providing up dates on demand.

Holidays & Benefits

The *Holiday Schedule* file contains one record for each official holiday observed by your company. This is used by the polling /posting process to generate a holiday pay record for each eligible employee during the work week in which the holiday occurs.

The *Benefits Schedule* provides the Supervisor with the ability to enter benefit for an employee. Benefits are excused absences that maybe paid or unpaid. Eligible employees automatically receive hours for paid absences such as jury duty, sick pay, or holidays.

CODE	DESCRIPTION	P/A	INFD	REG WAGE	OVT WAGE	ATTEND	INCENT	UPLDAG
ADJ	Accident on job	A	0	0	0	0		
CJ	Called in 4 hour total	P	0	0	0	0		
DIS	Disciplinary	A	0	0	0	0		
DTH	Death in family	P	0	0	0	0		
ED	Let early	A	0	0	0	0		
JJIR	Jury Duty	P	0	0	0	0		

Benefit Code: JJIR
 Description: Jury Duty
 Type: P
 Infr Type: D
 Reg Wage Type: D
 Ovt Wage Type: D
 Attendance Type: D
 Incentive Code:
 Upload Code:
 Regular and Overtime P/A Code: N
 SMI Differential Code: N

The company recognized benefits are defined in the master benefit master file along with details about compensation. These hours are added to the accumulated payroll accumulated totals.

Total Hours = Regular hours + Overtime + Benefit hours

ID Badges and Badge Printing :

RTG provides on demand badge making. A PVC badge printer is provided along with software to simplify the process of creating and printing badges.

HID Proximity Badges are recommend based on superior performance, improve security, and easy of use over conventional barcode badges.

System Requirements

- * Pentium 4 Processor
- 512MB RAM, 20MB HD, CD ROM
- * Windows 2000/ XP Stand-alone (5 users)
- * IBM DC Connect
- * IBM Transaction Connection & Client Access for host connectivity
- * Windows 2000 Server & MS SQL Server 2000 For networked environments.



RTG
 Ross Technologies Group, LLC
 4387 36th Street
 Orlando, FL 32811
 Phone: 407-872-0874
 Fax: 407-872-0791
 Email: pq@rossdatasys.com
 Web Site: www.rossdatasys.com